

QAR Team Meeting March 21, 2011

Next Meeting –Feb 28, 2011 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	X
Susan	Rahimpour	QAE	X
Adam	Bracero	TD	X
Don	Rohde	AD	X
Keith	Schuh	PPD	
John	Dawson	ES&H	X
Rod	Walton	FESS	X

Action Items for Next Meeting

1				
2				
3				

Updates:

Assurance Council: Didn't meet this week.

ES&H: Safeguard & Security audit is under way. Make sure your computer complies with requirements.

WDRS: An additional benefits Manager has been hired.

BSS: N/A

Assessments: PPD insp. & test assessment report will be out by the end of the week

AD records mgmt assessment & lessons learned. Interviews done, in process of writing the draft report.

Lessons learned:

- A question came up as to who owns project management records? The creator or the manager of the project? A project can span different departments, divisions and labs. Ownership of the records is unclear.
- Who owns the records of scientific papers presented? Paper author(s) or Fermilab Records management? Consensus – Fermilab Records management
- Are software development records within the scope of records management? Consensus is that they are in the scope. Software development is like the development of any other development project. The type and degree of records required is dependent on project risk and impact.
- What records do development projects generate? Development projects range in size greatly and have differences in amounts of records generated. The impact of the failure of the project can affect the amount & types of records generated.

ES&H assessment has kickoff meeting today.

June 13 measurement and test equipment assessment begins.

Graded Approach: N/A

Process Improvement: N/A

Agenda for today:

NOTES:

Tom Gehrke
Meeting adjourned – duration 45 min